

**CHILDREN AND FAMILIES COMMISSION  
OF  
PLACER COUNTY**

**September 12, 2002 Meeting**

**Attendees (Commissioners & Staff):**

Dr. Richard Burton	Commission Chair & Placer County Health Officer
Jill Harper	Commission Vice Chair & PCOE Administrator of Child Development Programs
Raymond Merz	Commissioner & Director of Placer County Health & Human Services
Dr. Sandra Naylor Goodwin	Commissioner & Director for the California Institute for Mental Health
Tamara Lieberman	Commissioner & Tahoe Community Foundation.
Harriet White	Commissioner & Board of Supervisors – District 3
Roger Coffman	County Counsel
Don Ferretti	CFC Coordinator & Health and Human Services Administration
Nancy Baggett	Health & Human Services – CFC Staff Systems Analyst
David Gray	Placer Institute, Consultant
Edie Lang	Administrative Support to CFC

**Commissioners & Staff Not in Attendance:**

Joe DePietro	Commissioner & Educational Representative
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**Public Attendees:**

Kathleen McHugh	Kings Beach Elementary
David Gray	Placer Institute
Kim Bradley	Community Collaborative-Tahoe Truckee
Tammy Gilbert	Golden Sierra Life Skills
Tom Grayson	Golden Sierra Life Skills
Francine Nunes	Child Care Local Planning Council
Brad Morrisson	Technical Assistant – The Center for Health Improvement Foundation

**Call to Order**

Chair, Dr. Richard Burton, called the Children and Families Commission meeting to order at 4:40 p.m. Dr. Burton then had the group introduce themselves (see those listed above).

**I. Public Comment:**

Persons may address the Commission on items not on this agenda. Please note that although the Commission is very interested in your concerns, the California Brown Act prohibits the Commission from taking any action **this meeting** on items not published on this agenda.

Ray Merz mentioned to the group that he had recently seen ads on television for First Five (formerly referred to by the State as Children & Families Commission). Don indicated the State is trying to have a brand name—therefore, First Five—local commissions are going to be able to use the logo, etc. if they wish. Don will gather more info and get back to group.

**II. Approval of Minutes:**

Ray Merz moved and Tamara Lieberman seconded that the July 11, 2002 minutes be approved. With no objections, the minutes were approved.

**III. Commission Action Items:**

- Approval of Resolution adopting a Conflict of Interest Code

Harriet moved to approve the Conflict of Interest Code Resolution and Ray seconded. With no objections, the motion was carried.

- Approval of FY 02-03 contract with Placer Institute  
Don referred to Attachment #4 -Evaluation Report and Attachment #5 – Scope of Work from David Gray, Consultant, The Placer Institute. Don communicated to the Commission that David’s previous agreements with CFC have included consulting expertise with strategic planning and support with all evaluation activities. He indicated that David works as part of the team with staff and partners to develop outcomes. The next phase will be to check status of outcomes with partners and doing the learning conversations (the next is October 3).

Approval by the Commission to continue the contract with David Gray for another year was requested. Jill Harper made a motion to adopt a contract with David Gray of the Placer Institute for another year and Tamara Lieberman seconded it. With no objections, the motion was approved. Tamara Lieberman commented that David’s report was very good and would like to see reports more than once a year if it wouldn’t adversely affect the workload. Jill added that it was a pleasure to work with David and that he was very accommodating.

Ray Merz had questions about partners learning how to evaluate the outcome data themselves and commented he thought they were going to receive training. Don indicated that training was already scheduled for two Health and Human Services employees but that there was an equipment failure so it had to be rescheduled. However, outcome screens are being collected and partners, as well as Don and Nancy, will be trained by David Gray to learn how to use the data analysis software to process outcome screens. Don indicated the plan is that this will be a sustainable system, independent of whether Proposition 10 exists or not. Therefore, all partners will have the capacity to evaluate outcomes and learn.

- Approval of new Operations Committee Charter:

Tamara Lieberman reported there had been a meeting in August in which she, Sandra Naylor-Goodwin, Jill Harper, Don Ferretti and David Gray met to discuss the creation of an operations committee. The focus of the committee is to build a community partnership with the CFC and assist in implementing the day-to-day activities of the Commission as delegated by the commission. The committee will function as a resource for the Commission between its regularly scheduled meetings, provide guidance and support for the staff assigned to the Commission through its MOU with the Department of Health and Human Services. The “draft” was distributed at the meeting in its entirety as Attachment #2, and Tamara provided an overview of the sections:

#### **General Operational Responsibilities:**

- Create and support linkages between the CFC and its advisory committees.  
The current advisory committees are: Community Collaborative of Tahoe Truckee; Child Care Coordinating Council; and the Placer Collaborative Network. In addition to these committees, support will be given to the committee that distributes the Kits for New Parents on behalf of the CFC.
- In carrying out its duties, the committee will abide by the "strategic principles" of inclusiveness in the CFC strategic plan. Also, the committee will protect the "all children" aspect of Proposition 10 to embrace strength-based approaches while serving children with special needs and at-risk youth.

#### **Assessment and Evaluation of Results:**

- Participate in community needs assessments having to do with children prenatal through five years of age and their families.
- Assist in convening the community to evaluate the CFC Strategic Plan to determine in what ways children 0-5 and their families are better off as a result of the Proposition 10 in Placer County.
- Support the "CFC Learning Center" as a place to analyze outcome data and learn from it. To disseminate information back to the community, and organize training to further the community capacity needed to provide results-oriented services and the real time feedback loops inherent in that model.
- Assist staff and commissioners to develop venues that involve parents and non-agency partners in giving feedback on CFC activities.
- Assist in the development of the annual county report to the state.

### **Allocation of Funding:**

- Work with the CFC, its advisory groups and staff to develop ways to invest funds in an inclusive, collaborative ways that does not use the traditional competitive application process yet is results-oriented and inclusive of the provider and consumer community.
- Upon request, review funding applications for \$5,000 or under and make recommendations to the CFC and the community.
- Review funding initiatives developed by the state CFC for their appropriateness to Placer County and make recommendations to the CFC on the implementation of the initiatives.

### **Communications & Public Relations:**

- Represent the local CFC at State CFC meetings and help with information dissemination.
- Participate in the development of local public education and outreach campaigns.
- Review early childhood development materials received by the local CFC and provide advice on the distribution of those materials.
- Assist with the organization of the annual CFC Partner Network Outcome Faire.

After the reading, there were questions about the functions of the operations committee as well as extensive discussion and comments (from the commissioners and the public) about various facets of the charter draft such as: the reference to allocation of funding, the definition of empowerment, the decision-making authority of the operations committee, the guidelines of the Prop.10 guidelines as related to the creation of the operations committee, and the title of “operations” in and of itself.

### **The following two motions were approved with regard to the Operations Committee and its Charter:**

Harriet moved that we form the operations committee and have it run for six months and come back with an evaluation of how it is working. Sandra seconded the motion. With no objections the motion was carried.

Ray moved that: 1. We accept the charter as a working draft and 2. That our three (3) commissioners (who have volunteered as operations committee members) review the draft and make recommendations for the other four (4) members from the community. Harriet seconded the motion. With no objections the second motion was carried.

- Approval of recruitment process for new Commissioners

Don presented the current status of the appointed commissioners: Harriet White, Ray Merz and Dr. Richard Burton were the first appointed commissioners and their three-year terms end in December. Joe DePietro has moved out of the area and his term will end in December. A recruitment is definitely necessary for Joe’s seat. Harriet indicated she would like to continue as a commissioner and Ray Merz and Dr. Burton would like to get back to the committee as to whether they will or not. The Commission decided that the newly formed operations committee would take on the commissioner recruitment project. Don will contact Anita Yoder to assist in publicizing the commissioner recruitment.

### **IV. Commissioner Reports**

- Medi-Cal or other health insurance for children

Harriet was concerned that people coming off welfare, get into Medi-Cal or some other program so that their children are insured. She indicated it might be a good project for the “committee”. Ray talked about the governor’s “Healthy Families” program. Further, he communicated that there are partners like Sutter and CAPC already doing outreach. He suggested that he and Dr. Burton could come back with a report on the budget as it relates to its effect on these kinds of health services. Related to this discussion, Jill Harper announced the Childcare services would be putting on its 2<sup>nd</sup> annual Health & Safety Faire taking place on October 4 at Loomis Park; they recruit for Healthy Families and Medi-Cal at this event.

Ray talked about all the partners we have relationships with—not just CFC partners but also some of our Foundations. He mentioned a couple of Tahoe/Truckee foundation positions that we have funded. He spoke specifically of Lise Maisano, a HHS partner and the primary contact with the Cowell Foundation. Ray has met twice

with her last month—once in Vacaville and at a large community meeting in Foresthill. There is a concern about all the programs that have started in terms of how they will be sustained long-term. He has seen a draft of a letter from Cowell Foundation asking if the County and the Cowell Foundation can do some things that we haven't done before—"stop gap" bridges—something to keep things going. They are willing to become involved into pursuits they haven't before. Tamara added that the Tahoe Truckee Community foundation is also having problems and would also like to be included in the partnerships proposed. Loans and other alternatives may be explored. Dr. Burton suggested that as an agenda item for our next meeting, we refresh our memories about previous discussions with regard to loans.

Harriet made an announcement about the Grandparent Conference on September 19<sup>th</sup> in Rocklin. Nancy indicated she was giving them some Baby Kits for the event and information about the Outcome Faire.

Sandra Naylor-Goodwin discussed the software website group she has mentioned to the commission before; they have developed a website that she thinks is very good. It was suggested that we see if this group can attend one of our CFC meetings and give the Commission and our partners a demonstration. Dr. Burton suggested our MIS division might be able to assist the website group if needed. It was decided that we would look at the November CFC meeting as a possibility.

Because of a conflict with the Partner Network Collaborative, the CFC meeting would be rescheduled to Wednesday, October 9.

## **V. Coordinator Report**

Don introduced Brad Morrison, who will be providing Technical Assistance in the area of Organizational Development. The Center for Health Improvement Foundation is providing Brad's assistance to the commission. He will be gathering information from our partners, from the commission, and the operations committee.

### Update on the Kings Beach School Readiness

Don referred to Attachment #6 which included the approval letter for funding from the State, as well as Fiscal Memorandum No. 01-04 regarding the use of CCFC funds for fixed or capital assets. Kathy McHugh reported on how the program is taking shape. She is doing a lot of work with partners like FRC, Boys & Girls Club, and La Familia. They are in the final stages of getting video-based programs on developing language that can be used with preschool staff and parents (bi-lingual). They have an upcoming family event with an author coming to work with kids in the morning and families later in the day. Don indicated that the "Scope of Work" would come back to the commission for approval (similar to how David Gray's contract was approved). Kim Bradley indicated they are working on a school readiness program for Nevada County.

CFC Partner Network Outcome Faire – September 21. Don reminded the group about the Outcome Faire and its purpose, which is to get partners together, help develop relationships or sustain existing ones, and for people to learn about services that the partners provide. And, it will be a good venue for any taxpayers who wants to see how the Prop. 10 monies are being used. There will be a photo display of the Outcome Faire, which will include a one-page description and a photo of the partners' displays.

Update on the Annual Report--There wasn't much activity last year but there will be considerably more for this year. Don has solicited and received information from partners—he will be doing a sort, which will reflect a snapshot of what occurred in 2001-2002. It will be a future agenda item.

Community Based Outreach (CBO) Program Information—Promotes Early childhood development. There was an RFP process and two organizations received funding—The community Collaborative of Tahoe Truckee and Child Abuse Prevention Council. Kim Bradley reported that the Community Collaborative (a collaborative of all local agencies and service providers and community members in the Tahoe Truckee area) received funding. As a collaborative they received materials such as puppets and information about early childhood development for mothers. The target group is for "under-served" populations. They also received \$9,000 to be used for transportation—so they are currently deciding what will be the best use of that funding. They have put together packets and are distributing them at outreach events to under-served" families with children 0-5. Dr. Burton suggested she bring them to the Outcome Faire. Kim will also bring some packets to the next CFC meeting.

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*The Children and Families Commission of Placer County meeting was adjourned at 6:25 p.m.*